

Photocopiers (2)

90 sq. ft.

Functions:

Public use for regular photocopying for one and photocopying of archival material for the other.

Users: Staff: as needed

Public: 1-3

Furniture and Equipment:

1 copy machine with money changer, credit card capabilities, automatic document feed, collator etc.

1 copy machine specifically adapted to photocopy books and archival material

2 wastebaskets

2 recycling bins

storage areas for paper and accessories

Close to:

Entrance

Circulation Desk

Close to:

Historical Room

Distant from:

Quiet Areas

Environment:

Adequate overhead lighting, non-glare, no windows needed. Adequate ventilation should maintain air quality while machine is in use. The photocopier used for the material housed in the Historical Room should be located just outside the room due to the ozone released from the photocopier.